



## Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Grievance

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**TITLE:** Informal Resolution Request Files

**CUTOFF:** Offender discharge

**DESCRIPTION:** All Informal Resolution Request's that did not move to grievance stage. Includes all documentation stating the offender complaint and how it was handled and addressed by staff.

**RETENTION:** Years: 40 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 9046

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

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**TITLE:** Offender Grievance Files

**CUTOFF:** Offender discharge

**DESCRIPTION:** Grievance files consist of the offender's complaint at all stages, the response to each stage, all documentation relative to the offender's complaint, and the policies/procedures pertinent to the offender complaint. At the grievance stage, the complaint is investigated by the Institutional Grievance Officer who prepares a response for the Warden's review and signature. At the appeal stage, the complaint is investigated by the Grievance Officer in Central Office, who prepares a response for review and signature by a Deputy Division Director.

**RETENTION:** Years: 40 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 19458

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

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